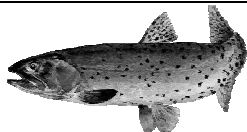




The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for Administrative Officer I, Resources Agency



FINAL FILING DATE: JUNE 5, 2009
(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

Position Information

Position Description: The Administrative Officer I, Resources Agency, is the entry and working supervisory level in this series. Incumbents are responsible for either: (1) planning, organizing, and directing the administrative and staff services functions in a division, office, region, district, or one of the largest area offices; or (2) assisting a higher-level administrator in planning, organizing, directing, and controlling two or more administrative staff functions in a large district or in a division. Incumbents in this class typically direct and train clerical and technical staff performing administrative service duties, such as clerical office support, dispatching, personnel, business services, concession/contract preparation, or accounting; and may personally perform the professional administrative functions.

Salary Range: **Range A - \$3207-\$3845.** This range shall apply to persons who do not meet the criteria for payment in Range B.

Range B - \$3845-\$4622. This range shall apply to persons who have satisfactorily completed one year of experience in State service performing staff duties equivalent to those of an Administrative Officer I, Resources Agency, and may apply to persons who have the equivalent of 18 months of technical experience outside of State service performing fiscal management, budgeting administrative analysis, personnel, or business service administrative duties similar to those of Administrative Officer I, Resources Agency.

How to Apply for this Examination

Where to Mail: The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

**Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217b
Sacramento, CA 95814**

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game office, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm.

Who Should Apply:

1. Applicants must have a permanent civil service appointment with the Department of Fish and Game as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Accommodations for Persons with Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications for Admittance:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II, or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I: One year of experience in the California state service performing duties at a level of responsibility equivalent to that of a Regional Administrative Technician or Management Services Technician, Range B. (Applicants who have completed six months of this service will be admitted to the examination, but they must satisfactorily complete one year of experience to be eligible for appointment.)

OR II: Two years of experience in the California state service performing duties at a level of responsibility equivalent to an Office Services Supervisor or Office Technician. **and**

Education: Thirty semester or forty-five quarter units of college courses in public or business administration, accounting, economics, statistics, or a closely related field.

Or III: One year of technical experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have been performing duties at the level of responsibility not less than that of a Management Services Technician, Range B.) **and**

Education: Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristic:

Demonstrated capacity for assuming increasing administrative responsibility.

Make Sure you Also Meet These Conditions:

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of June 5, 2009, to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

Type of Examination:	This examination consists of a qualifications appraisal interview weighted 100.00% . To obtain a position on the eligible list, you must attain a minimum rating of 70.00% . COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED . Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
Interview Dates:	It is anticipated that the interviews will be held during July 2009/August 2009.
Examination Locations:	Written tests and oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.
Scope of Examination: (STUDY THIS to prepare for examination)	<p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.2. Principles and practices of employer-employee relations.3. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity program objectives.4. Principles and practices of general business management.5. Modern office methods, forms and equipment.6. Building management.7. Purchasing principles and practices.8. Laws, rules, and regulations governing administrative practices in the California state service.9. Principles of accident prevention and safety practices.10. Public information channels and methods.11. Organization and functions of the Resources Agency. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Develop and install new and revised methods and procedures.2. Analyze administrative problems.3. Analyze situations accurately and take effective action.4. Plan, organize, and direct the work of others.5. Effectively contribute to the Department's Equal Employment Opportunity Program (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives.6. Reflect management's position on collective bargaining issues.7. Develop and maintain cooperative and harmonious working relationships.8. Communicate effectively.
Veterans Preference:	Veterans preference credit is not granted in promotional examinations.
Length of List Eligibility:	A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Administrative Officer I, examination or the testing process, please contact Maria Luna, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.